

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

DENTAL AIDE

JOB DESCRIPTION

Employees in this job participate in providing dental care to residents and prisoners of state correctional, mental health, and juvenile detention facilities. The work involves chair-side assistance, preparation of restorative materials and medications, sterilization of dental instruments, laboratory work, patient scheduling, and record keeping.

There are three classifications in this job.

Position Code Title – Dental Aide-E

Dental Aide 6

This is the entry level. The employee works in a trainee capacity receiving on-the-job training and close supervision in performing a range of dental aide assignments.

Dental Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of dental aide work assignments.

Dental Aide E8

This is the experienced level. The employee performs a full range of dental aide assignments and uses independent judgment in making decisions where guidelines are available in the form of policies, procedures, and practices. The employee may assist in the training of entry and intermediate level dental aides.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assists dentist chair-side by delivering and receiving dental instruments, restorative and impression materials, and medications.

Mixes and prepares the proper solutions, restorative materials, and/or medications for the procedures to be performed.

Cleans and sterilizes dental instruments using an autoclave or cold sterilization technique.

DENTAL AIDE

PAGE No. 2

Performs laboratory work such as preparing impression material, pouring impressions, preparing models, making base plates, performing minor prosthetic repairs, trimming, and polishing prosthetics.

Takes X-rays, processes, labels, and stores X-ray film.

Takes inventory of dental instruments and supplies.

Logs all treatment data and maintains patient records.

Answers telephone and schedules appointments.

Orders necessary dental supplies.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level.

Knowledge of dental terminology and equipment.

Knowledge of chair-side assistance techniques.

Knowledge of routine dental laboratory work.

Knowledge of materials and quantities used in mixing dental solutions, restorative materials, and medications.

Knowledge of hot and cold sterilization techniques.

Knowledge of x-ray equipment and procedures.

Ability to follow written and oral instructions.

Ability to file and maintain dental records and related documents.

Ability to communicate effectively.

Ability to get along well with others.

Working Conditions

The job is located in a state correctional, mental health, or juvenile detention facility.

The job requires direct contact with residents and prisoners.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Dental Aide 6

No specific type or amount is required.

Dental Aide 7

One year of experience as a dental aide.

Dental Aide E8

Two years of experience as a dental aide.

Alternate Education and Experience

Dental Aide E8

Completion of a one year program in dental assisting may be substituted for the experience requirements.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DENTALADE

Job Code Description

Dental Aide

Position Title

Dental Aide-E

Position Code

DNTLADEE

Pay Schedule

U11-005